



**NOTIFICATION**

**No. 24/HERA/Notification/752-92 dated 25.5.2006.**In exercise of the powers conferred by section-2 of Section-26 of the Khyber PakhtunKhuwaRegistration and Functioning of PrivateEducational Institutions Ordinance, 2001 the Higher Education Regulatory Authority (HERA) in approval with the Government of Khyber PakhtunKhuwais pleased to make the following Functions and Regulations, namely;

**“KHYBER PAKHTUNKHUWA HIGHER EDUCATION  
REGULATORY AUTHORITY  
FUNCTIONS AND REGULATIONS 2006”**

**1. Short title, Commencement and Application**

- i. These rules may be called the Khyber PakhtunKhuwaHigher Education Regulatory Authority Functions, Rules and Regulations, 2006.
- ii. These rules shall come into force at once.
- iii. These rules shall be applicable for the registration and functions of the Universities/Institutes and Colleges established in private sector.

**2. Definition**

- i. In these Regulations unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby respectively assigned to them as under: -
  - a. “Chief Minister” means the Chief Minister of KP.
  - b. “Province” means Khyber PakhtunKhuwa.
  - c. “Government” means Government of KP.
  - d. “Chairman HEC” means Chairman Higher Education Commission.
  - e. “Secretary” means Secretary to Government, Higher Education Department.
  - f. “Chairman” means the Chairman of the Authority appointed in pursuance of the Section 15 of the Khyber PakhtunKhuwaRegistration and Functioning of the PrivateEducational Institutions Ordinance 2001.
  - g. “Member Full Time” means permanent Member of Regulatory Authority appointed under Sector-14 of the Ordinance.
  - h. “Member” means Ex-Officio member of the Regulatory Authority.



**Government of KP  
Higher Education Regulatory Authority**

---

- i. "Higher Education Commission" means Higher Education Commission Established under the Higher Education Commission Ordinance, 2002.
  - j. "Scrutiny Committee" means the Committee constituted under these regulations.
  - k. "Subject Specialist" means the Senior Professors/Associate Professors appointed from the Public Sector Universities, Institutes and Colleges.
  - l. "Registration" means the registration with Higher Education Regulatory Authority
  - m. "Affiliation" means affiliation of Private Colleges/Institutes with Public Sector University of their jurisdiction.
  - n. "PublicUniversity" means University established in the Public Sector of the Province.
  - o. "PrivateUniversity" means the university chartered and established in KP in the private sector.
  - p. "Degree Awarding Institution" means degree awarding institution established through charter by Govt. of KP in Private Sector.
  - q. "College/Institute" means Private College/Institute established in Private Sector in the Province.
  - r. "Criteria/Standard Norms" means criteria/standard norms framed for establishment of University/Degree Awarding Institutes by Higher Education Commission.
  - s. "Criteria/Standard Norms for Colleges/Institutes" means criteria/standard norms for colleges framed by the Authority in approval with the Govt. of KP.
  - t. "Guidelines" means guideline issued from time to time by Higher Education Commission.
  - u. "Application Form" means application proforma as appended to these regulations.
  - v. "Questionnaire" means questionnaire proforma as appended to these regulations.
  - w. "IT" means Information Technology.
- ii. All other expressions and terms used in these rules and regulation shall have the same meaning as assigned to them under the Authority's Ordinance, 2001.



**Government of KP  
Higher Education Regulatory Authority**

---

**3. Functions, Rules:**

1. Authority shall have exclusive jurisdiction in respect of the Registration of Private Sector Universities/Institutes and Colleges.
2. Registration with Authority is mandatory under the law.
3. The Certificate of Registration will only be issued after the institutions fulfill the academic, administrative and other institutional requirements prescribed by the Authority in accordance with the guidelines issued by Higher Education Commission from time to time.
4. All institutions/colleges imparting higher education in private sector are required to get registration with the Authority prior to affiliation with public sector universities in KP of their respective jurisdiction.
5.
  - a. Registration with the authority of those institutions/colleges affiliated to various universities in public sector in KP prior to the promulgation of the ordinance is also obligatory under these regulations.
  - b. Notwithstanding the repeal of the West Pakistan Registration of Un-recognized Educational Institutions (w.p. No. XI 1962) under section-28 of the Ibid Ordinance, all educational institutions registered thereunder shall be deemed to have been registered under ordinance No. XXVII of 2001 on the same terms and conditions as determined or may be determined for registration of a corresponding educational institution under this ordinance.
6. Public Sector Universities will allow affiliation only to those institutions/colleges who are registered with Authority.
7. Registration issued to all private sector colleges/institutions prior to affiliation with public universities of their respective jurisdiction will be provisional.
- 8a. Provisional Registration issued to Colleges/Institutions in Private Sector shall stand confirmed upon their affiliation with public sector universities.
- 18b. The provisional registration certificate issued to the college/institute shall be confirmed in those subjects/disciplines only in which the affiliation is granted by the respective public sector university.
9. Institutes/colleges imparting Higher Education established in the private sector shall not start functioning as such unless and until they are first registered with Higher Education Regulatory Authority (HERA) and affiliated with the Public Sector University of their Jurisdiction.

---

<sup>1</sup> Proposed additional regulation approved by the Regulatory Authority in its meeting held on 11.9.2007 and submitted to HED vide letter No. 01/HERA/General/R&R/2069-72 dated 15.9.2007 for approval of the Govt. of KP.



**Government of KP  
Higher Education Regulatory Authority**

---

10. Withdrawal of affiliation by the public universities under their affiliation rules will automatically result in withdrawal of Registration with Authority.
11. The regulatory authority shall be responsible for supervision and performance of the registered institutions within the jurisdiction of the Authority in the manner determined by the Authority.
12. Periodic visitation to the registered institution and inspection of their performance in accordance with guidelines of HEC/HERA by the Scrutiny Committee or Chairman of the Authority is also obligatory under the law.
13. The Regulatory Authority shall have exclusive jurisdiction in respect of matters relating to disputes between the Government and registered institutions, the regulatory authority of the registered institutions, public sector universities and the registered institutions or any dispute pertaining to the staff or complaints of parents about fee structure, conditions of building of the institutions, staff employed and other related matters.
14. The Regulatory Authority shall modify guidelines/criteria for registration of colleges/institutions from time to time.
15. There shall be no deviation from the approved guidelines/criteria of the HEC/Authority without prior permission of HEC or Regulatory Authority by the universities or institutions in the private sector as the case may be.
16. In case of any deviation from the norms/standards/criteria or guidelines by any registered institutions, the Authority reserve the right to withdraw its registration and advise the public sector universities to withdraw affiliation granted to such institution.
17. Any person aggrieved by an order of the Regulatory Authority or any delegate of the Regulatory Authority may prefer a revision petition before the Authority.
18. While disposing of a revision petition the authority shall have the powers of civil court under the code of civil procedure 1908 (V of 1908) in respect of the following matters: -
  - a. Summoning and enforcing the attendance of any person and examining him on oath.
  - b. Requiring production of documents.
  - c. Receiving witnesses on affidavit and issuing commission for examination of witnesses or documents.
  - d. The decision of the Authority is revision shall be final.
19. Who-ever, whether an individual or a registered organization, contravenes any provision of these rules framed under the Ordinance shall, amount to an offense punishable as under:
  - a. In case he runs as registered private university with a fine of **Rupees Five Lacs.**



**Government of KP  
Higher Education Regulatory Authority**

---

- b. In case he runs a private college of science or technology with a fine of **Rupees Three Lacs**.
- c. In case he runs a private college other than that stated in (b) with a fine of **Rupees Two Lacs**
20. No court other than a judicial Magistrate of the 1<sup>st</sup> Class shall take cognizance of any offence punishable under these rules framed under the ordinance except on a complaint in writing made by Regulatory Authority or a person authorized by Govt. in this behalf.
21. Where the person guilty of an offence under these rules framed under the ordinance, is a company, a corporation or society or a trust, every director, partner and employee of the company, corporation society or trust as the case may be, shall unless he proves that the offence was committed without his knowledge or consent be guilty of the offence.
22. Same as otherwise expressly provided in the ordinance every order passed or decision made by the authority on its behalf under this ordinance shall be final and shall not be called in question in any court or before any other authority.
23. The Authority shall on issuance of show cause notice to a registered educational institution and giving its management an opportunity of being heard revoke any registration or may refuse renewal of registration on the expiry of existing registration certificate.
24. Before issuance of show cause notice under the clause-22, the public university concerned shall also be informed of the grounds for initiating proceeding regarding de-affiliation in case the show cause is issued to an affiliated college or institute.
25. If a university de-affiliates any private educational college/institution, the registrar shall inform the authority for initiating proceeding against it under rule No.22.
26. All the registered educational institutions shall be accessible to all students without caste, creed and religion and there shall be no restraint for admission except on merit.
27. Except or otherwise expressly provided in these rules framed is accordance with ordinance, no suit, prosecution or other legal proceeding shall lie against Govt. or any other authority or person for anything done or intended to be done in good faith under these regulations.
28. Campuses located in one city of a private university/institution will be considered collectively as one unit for the application of the new criteria. However, the campus of a private university/institution located in other cities would be treated as a new institution and the same criteria will be applicable to each campus.



**Government of KP  
Higher Education Regulatory Authority**

---

29. Universities in, private sector, are not allowed to affiliate any college or institute in private sector up to 10 years of period from the date of their establishment.
30. Universities in private sector are not allowed to establish constituent colleges for period up to 10 years from the date of their establishment.
- 231(a). In case of any transfer or change of management or premises of the institute or any circumstances of change in teaching staff, all private sector institutions/colleges registered with Higher Education Regulatory Authority (HERA) shall be required to obtain prior approval of the same, well in advance, from the Authority.
- (b). The successor management shall be required to obtain No Objection Certificate from the Authority prior to entering into any transaction or purchase or any other sort of alienation or in case of any change in the management.
- (c). The successor management shall also be required to furnish all details of transaction and payment of transaction fee @ 15% of the registration fee besides other charges (i.e. Application Processing and Inspection Fee).
- (d). Violation of the regulation 31 (a) & (b) by any registered institute/college will automatically result in a fine @ 20% of the registration fee or withdrawal of registration.
32. All private sector educational institutions/colleges registered (or applying for registration) with Higher Education Regulatory Authority (HERA) shall be required to obtain and furnish to the Authority a "No Objection Certificate (NOC)" pertaining to land use/building from the respective/ relevant authorities such as Town Municipal Administration, City Development & Municipal Department (CD&MD) or Tehsil Municipal Administration in whose jurisdiction these institutions/colleges are situated/functioning.

**Regulations:**

- A. Private Universities/Degree Awarding Institutions**
  - I. Conditions for establishment of Private University/Degree Awarding Institutions.**
    - a. No Person or Organization shall apply for establishment of a University in Private Sector, unless the Person Concerned has Created a trust for the purpose under the Trust Act 1882(II of 1882) or, as the Case may be, the organization, which includes a Person or Persons, has been registered as a Society under the Societies Registration Act, 1860(XXI of 1860), or as a Company registered under the Companies Ordinance, 1984 (XLVII of 1984).

---

<sup>2</sup> Proposed additional regulations approved by the Regulatory Authority in its meeting held on 11.9.2007 and submitted to HED vide letter No. 01/HERA/General/R&R/2069-72 dated 15.9.2007 for approval of the Govt. of KP.



**Government of KP  
Higher Education Regulatory Authority**

---

- b. Any person or organization, eligible under sub Section (a) may, in his/her or its registered name, apply to the Regulatory Authority on the format at appendix-1 for registration of a University in the Private Sector.
- c. The above conditions shall also be applicable to Degree Awarding Institutions.

**II. Scrutiny Committee**

- a. The authority shall appoint a scrutiny committee consisting of the members as under:
  1. Additional Secretary  
Higher Education Department,  
Government of KP. Convener
  2. Member (Ex-Officio) Member
  3. Representative of HEC  
(not below the rank of Additional Secretary)  
(for Private Sector Universities/  
Degree Awarding Institutes) Member
  4. Member (Full Time) HERA Member
  5. Dean of a Public University  
of the respective jurisdiction Member
- b. The application received under section-I (b) will be forwarded to the said committee for Scrutiny in accordance with the guidelines issued from time to time by HEC and the Government and submit its report to the authority.

**III. Inspection Procedure for Scrutiny for Establishment and Incorporation of Private Universities/Degree Awarding Institutions**

1. Any Person or Organization such as Registered Societies, Trust, Foundation or NGO interested in establishing a University or Degree Awarding Institute in the Private Sector of KP may apply for registration to HERA on the approved format at Appendix-1 of the Functions, Rules & Regulation 2006 of HERA along with relevant documents.
2. On receipt of the application, the Authority shall examine, scrutinize and process the documents.
3. In case the application and documents are found in order and according to the Rules, the Management, Board of Governors or Board of Trustees of the proposed University or Degree Awarding Institutes as case may be, shall be directed to furnish a comprehensive feasibility report (five hard copies and one soft copy) & PC-I along with documentary evidence in accordance with the general institutional proforma at appendix-1.
4. The feasibility report if found in order and in accordance with HEC's approved criteria and standard norms shall then be referred to HEC for final evaluation.



**Government of KP**  
**Higher Education Regulatory Authority**

---

5. The HEC, after evaluation and clearance of the feasibility report, shall then fix a date and time for a visit/inspection of the proposed University or Degree Awarding Institution for physical verification of the infrastructure and available facilities with evidence ascertaining that the proposed institution has the ability and capacity to run the academic programs and communicate the same to HERA.
6. The inspection/scrutiny committee constituted under the Ibid Ordinance, comprising of the following members:
  - i. Chairman, Higher Education Regulatory Authority, Peshawar.
  - ii. Representative/Nominee of HEC
  - iii. Additional Secretary, Higher Education Deptt. Govt. of KP, Peshawar.
  - iv. Member (Full Time), Higher Education Regulatory Authority, Peshawar.
  - v. Dean of the Public Sector University nearest to the place where the proposed university is being established.

Shall then visit and conduct inspection of the proposed University or Degree Awarding Institute to examine the realities on the ground.

7. The inspection/scrutiny committee shall have the power to examine documents, require documents to be produced, receive statement on oath and direct the sponsor/applicant to file affidavits and in discharge of such functions shall have the powers of a Civil Court under Code of Civil Procedure 19087 (V of 1908).
8. The inspection/scrutiny committee shall, thereafter, be required to report its findings to HEC.
9. In case the Committee favorably recommends the establishment of the proposed University/Degree Awarding Institute in the Private Sector, the HEC shall, accordingly issue No Objection Certificate (NOC) for the same.
10. The Management or the Board of Trustees or Governors of the proposed University or Degree Awarding Institute shall then be required to furnish a draft charter in the form of bill in line with the Federal University Ordinance (FUO) 2002 to HEC through HERA, for vetting.
11. After vetting by HEC, the draft charter in the form of a bill along with the NOC obtained from HEC shall then be submitted to the Provincial Government through Higher Education Department for further processing.
12. Unless the bill is passed and enacted as an Act of Provincial Assembly, the applicant shall not start functioning of the proposed University or Degree Awarding Institute provided that an Ordinance promulgated by the Governor of the Province in this behalf shall, for the purpose of this section, be deemed to be an Act passed by the Assembly.
13. Subject to section (12), the Regulatory Authority shall on payment of such fee as may be prescribed, issue a registration certificate whereupon the proposed University or Degree Awarding Institute so registered may start functioning as such.





**Government of KP  
Higher Education Regulatory Authority**

**IV. General Criteria/Norms for the Establishment of University in Private Sector.**

**University:** Any degree awarding institution of higher education having four or more departments will be eligible for grant of charter for a university.

Component	Nature of Requirement	Standards/Norms	
<b>Departments</b>	Departments (Physics, Chemistry etc)	Minimum 4 departments (out of which one should be in Basic Sciences) in case of general university	
	Teacher: Student ratio (desirable)	1:12	Maximum for Sciences Subjects involving lab. Work
		1:20	For others
No. of administrative staff including laboratories, library & other staff for miscellaneous duties	Equal to teaching staff		
<b>Teaching Faculty</b>	<b>Teachers</b>	At least 24 teachers (full time), Six full time teachers (out of which two must be holder of Ph. D. degree) in case of opening a branch campus other than the main campus of the university	
	No. of teachers (full time) required (cadre-wise) per department	Professor	1
		Associate Professor	1
		Assistant Professors	2
		Lecturer	2
Associate Professor and Professor	Must be holders of Ph. D. Degree. This conditions would not be pre-requisite in case of professional colleges (such as law college) functioning as facilities of the universities		
<b>Libraries</b>	Journals	Subscription to at least 15 current journals of international repute with impact factor of at least 100. Access to electronic journal to be provided	
	Books required	At least 1500 books from major international publishers in the relevant filed	
<b>Facilities</b>	Hall/Lecture theatres (desirable)	12 to 15 sq. ft. per student	
	No. of rooms required (desirable)	2 lecturer room per Department, 1 seminar room, 1 Library cum Reading room, 1 Committee room	



**Government of KP  
Higher Education Regulatory Authority**

Component	Nature of Requirement	Standards/Norms	
<b>Teaching and Administrative Staff Offices</b>	Required for each University (desirable)	1 Staff room 1 Faculty office for each department	
<b>Laboratories/Workshops/PC/Internet service (desirable) *</b>	No. of laboratories required (desirable)	At least 1 Lab per department with appropriate space	
	Workshops (desirable)	35 to 45 sq. ft. per student	
	PC (desirable)	1 for 3 students in case of I.T courses	
	Internet service (desirable)	256 Kbytes access rate shall be provided	
<b>Gross Area</b>	Area in acres	10 acres at least (depending upon the location having potential for further development). There shall be flexibility in applying the condition of land to the existing universities. Virtual universities shall be excluded from the condition of land.	
	Built-in/covered Area (desirable)	Minimum 100 sq. ft. per student.	
	General facilities: Office, Staff rooms, Cafeteria, Reading room, Auditorium, Committee room, Conference room, Housing for staff, Parking space and Toilets etc.		
<b>Hostels (Desirable)</b>		<b>Min</b>	<b>Max</b>
	Cubicles (desirable)	80	120
	Dormitories (desirable)	50	80
	Dining (desirable)	8-10	12-15
	Gross space (desirable)	200	250
<b>Scholarships</b>	Scholarships and free-ships	At least 10% of the students to be given scholarships	
<b>Research</b>	Funding of Research	10% of the institutional budget to be specified for research	
<b>Inspection</b>	Peer review	One Scientist having an impact factor of at least 100 will be associated in the inspection of institution for NOC clearance.	
<b>Rating</b>	Star system	Higher Education Commission (HEC) shall carry out rating exercise of Private universities and grant star system based on their performance and excellence. The information shall be made public for general awareness	



**Government of KP  
Higher Education Regulatory Authority**

---

Component	Nature of Requirement	Standards/Norms
<b>Finance</b>	Endowment Fund (secured in the name of Trust/Society)	Rs. 50.0 million (not applicable in case of public sector university)
	Tangible assets in the form of land/building etc.	Rs. 100.0 million
	Working Capital	Rs. 50.0 million (not applicable in case of public sector university)
	<b>Total:</b>	<b>Rs. 200.0 million</b>

\* The Standardization of the laboratories shall be in accordance with the specification of the HEC.



**Government of KP  
Higher Education Regulatory Authority**

Component	Standards/Norms
<b>Senate</b>	<p>1) The body responsible for the governance of the University/Institute shall be described as the Senate, and shall consist of the following, namely:-</p> <ul style="list-style-type: none"><li>(a) the Chancellor who shall be the Chair-person of the Senate;</li><li>(b) the Vice-Chancellor;</li><li>(c) one member of the Government not below the rank of Additional Secretary from the Ministry of Education or any other department relevant to the special focus of the University/Institute;</li><li>(d) four persons from society at large being persons of distinction in the fields of administration, management, education, academics, law, accountancy, medicine, fine arts, architecture, agriculture, science, technology and engineering such that the appointment of these persons reflects a balance across the various fields: Provided that the special focus or affiliation of the University/Institute, to be declared in the manner prescribed, may be reflected in the number of persons of distinction in an area of expertise relevant to the University/Institute who are appointed to the Senate;</li><li>(e) one person from amongst the alumni of the University/Institute;</li><li>(f) two persons from the academic community of the country, other than an employee of the University/Institute, at the level of professor or principal of a college;</li><li>(g) four University/Institute Teachers; <i>and</i></li><li>(h) one person nominated by the Commission.</li></ul> <p>(2) The numbers of the members of the Senate described against clauses (e) to (h) of sub-section 1 may be increased by the Senate through Statutes subject to condition that the total membership of the Senate does not exceed twenty-one, with a maximum of five University/Institute Teachers, and the increase is balanced, to the extent possible, across the different categories specified in sub-section (1).</p> <p>(3) All appointments to the Senate shall be made by the Chancellor. Appointments of persons described in clauses (e) to (f) of sub-section (1) shall be made from amongst a panel of three names for each vacancy recommended by the Representation Committee and in accordance with procedure as may be prescribed.</p> <p>(4) Members of the Senate, other than <i>ex officio</i> members, shall hold office for three years. One-third of the members, other than <i>ex officio</i> members, of the first restructured Senate, to be determined by lot, shall retire from office on the expiration of one year from the date of appointment by the Chancellor. One-half of the remaining members, other than <i>ex officio</i> members, of the first restructured Senate, to be determined by lot, shall retire from office on the expiration of two years from the date of appointment and the remaining one-half, other than <i>ex officio</i> members, shall retire from office on the expiration of the third year:</p> <p>Provided that no person, other than an <i>ex officio</i> member, may serve on the Senate for more than two consecutive terms:</p> <p>Provided further that the University/Institute Teachers appointed to the Senate may not serve for two consecutive terms.</p>



**Government of KP  
Higher Education Regulatory Authority**

Component	Standards/Norms
<b>Safeguards</b>	<ol style="list-style-type: none"><li>1. The President of Pakistan or Governor of the province as the case may be should be Patron of the University.</li><li>2. The Patron shall have the powers to cause a visitation to be made on the request of the Higher Education Commission (HEC) in respect of any matter connected with the affairs of the University and shall, from time to time, direct any person or persons to inquire into or carry out inspection of the University.</li><li>3. The powers to grant affiliation to any institution shall be available to a University which has built in quality criteria, judged by the HEC.</li><li>4. Institutions already established shall have their affiliation powers withdrawn through amendment in their Acts.</li><li>5. Affiliated institutions shall not be allowed to admit students after a grace period of five years. Students already admitted in affiliated institutions would be allowed to complete their degree programs.</li><li>6. Campuses located in one city of a private university/institution will be considered collectively as one unit for the application of the new criteria. However, the campus of a private university located in other cities would be treated as a new institution and the same criteria will be applicable to each campus.</li><li>7. The HEC would be the competent authority to grant accreditation, validate courses and syllabi of the University which shall be subject to quality standards set by the HEC. The accreditation will be withdrawn if found that the institution is unable to satisfactorily demonstrate its ability and commitment to achieve and maintain national academic standards.</li><li>8. The University shall be liable to provide facilities to the representatives of the Higher Education Commission, the Pakistan Engineering Council, Pakistan Medical and Dental Council or such similar relevant organizations for visitation to enable them to verify that the University is maintaining appropriate academic standards.</li><li>9. The HEC shall be competent to carry out periodic inspections and monitoring of the institution.</li><li>10. The University shall have to work within the framework of the Education Policy and other law or policy framed/amended by the Government of Pakistan/HEC/Provincial Governments from time to time.</li><li>11. The University shall be required to strictly comply with the constitutional provisions and law and abide by social, religious, ethical and cultural ethos and values.</li><li>12. Activities of the University shall be restricted to teaching, research and services only.</li><li>13. Double entry system accounts shall be maintained by the University.</li><li>14. Each University shall have its annual accounts audited by the competent auditors.</li></ol>
<b>Note</b>	<ul style="list-style-type: none"><li>• The criteria shall also apply to Public Sector Universities.</li><li>• The above criteria shall also be applicable in case of those universities, which have already been granted charter in the private sector. They can be allowed a grace period of up to five years to meet the standard requirements from the date of approval by Federal Cabinet i.e. 27 February, 2002.</li><li>• Other conditions as specified by the HEC in the “<i>Guidelines for the Establishment of a New University or an Institution of Higher Education</i>” will remain valid.</li></ul>



**Government of KP  
Higher Education Regulatory Authority**

**V. General Criteria/Norms for the Establishment of Degree Awarding Institute in Private Sector.**

Any degree awarding institution of higher education having less than four disciplines will be eligible for grant of charter as a degree awarding institute.

Component	Nature of Requirement	Standard/Norms	
<b>Departments</b>	Departments (Physics, Chemistry etc)	Minimum 1 department in case of an institute.	
	Teacher Students ratio (desirable)	1:12	Maximum for Science subjects involving lab. Work
		1:20	For others
No. of administrative staff including laboratories, library & other staff for miscellaneous duties	Equal to teaching staff		
<b>Teaching Faculty</b>	Teachers	At least six full time teachers per department.	
No. of Teacher (full time) required (cadre-wise) per department	Professor		1
	Associate Professor		1
	Assistant Prof.		2
	Lecturer		2
Associate Professor and Professor	Must be holder of Ph. D Degree.		
<b>Libraries</b>	Journals	Subscription to at least 15 current journals of international repute with impact factor of at least 100. Access to electronic journals to be provided	
	Books required	At least 1500 books from major international publishers in the relevant field	
<b>Facilities</b>	Hall/lecture theatres (desirable)	12 to 15 sq. ft. per student	
	No. of rooms required (desirable)	2 lecture rooms per Department, 1 seminar room, 1 library cum Reading room, 1 committee room	
<b>Teaching and Administrative Staff Offices</b>	Required for each University	1 Staff room 1 Faculty office for each depart:	
<b>Laboratories / Workshops/PC/ Internet service (desirable) *</b>	No. of Laboratories required (desirable)	At least 1 lab. Per department with appropriate space	
	Workshops (desirable)	35 to 45 sq. ft. per student	
	PC (desirable)	1 for 3 students in case of IT courses	
	Internet service	265 Kbytes access rate shall be provided	
<b>Development of Web Site</b>	University will develop its own web site and its address furnish to the Authority.		



**Government of KP  
Higher Education Regulatory Authority**

Component	Nature of Requirement	Standard/Norms	
<b>Gross Area</b>	Area in acres	3-1/3 acres at least (depending upon the location having potential for further development)	
	Built in covered Area	Minimum 100 sq. ft. per student	
	General facilities; office, staff room, cafeteria, reading room, auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff and students	
<b>Hostels (Desirable)</b>		<b>Min.</b>	<b>Max.</b>
	Cubicles (desirable)	80	120
	Dormitories (desirable)	50	80
	Dining (desirable)	8-10	12-15
	Gross space (desirable)	200	250
<b>Scholarships</b>	Scholarships and free-ships	At least 10% of the students to be given scholarships	
<b>Research</b>	Funding of research	10% of the institutional budget to be specified for research	
<b>Inspection</b>	Peer review	Once scientist having an impact factor of at least 100 will be associated in the inspection for NOC clearance	
<b>Rating</b>	Star system	HEC shall carryout rating exercise of private institutes and grant star system based on their performance and excellence. The information shall be made public for general awareness	
<b>Finance</b>	Endowment Fund (secured in the name of Trust/ Society)	Rs. Fifteen million	
	Tangible assets in the form of land building etc	Rs. Twenty Five million	
	Working Capital	Rs. Ten million	
	<b>Total</b>	<b>Rs. Fifty million</b>	
<b>Accounts</b>	Double Entry System		
<b>Audit</b>	Annual Audit to be carried out by Chartered Accountant		
* The standardization of the laboratories shall be in accordance with the specifications of the HEC.			



**Government of KP  
Higher Education Regulatory Authority**

Component	Standards/Norms
<b>Senate</b>	<p>1) The body responsible for the governance of the University/Institute shall be described as the Senate, and shall consist of the following, namely:-</p> <ul style="list-style-type: none"><li>(a) the Chancellor who shall be the Chair-person of the Senate;</li><li>(b) the Vice-Chancellor;</li><li>(c) one member of the Government not below the rank of Additional Secretary from the Ministry of Education or any other department relevant to the special focus of the University/Institute;</li><li>(d) four persons from society at large being persons of distinction in the fields of administration, management, education, academics, law, accountancy, medicine, fine arts, architecture, agriculture, science, technology and engineering such that the appointment of these persons reflects a balance across the various fields:  Provided that the special focus or affiliation of the University/Institute, to be declared in the manner prescribed, may be reflected in the number of persons of distinction in an area of expertise relevant to the University/ Institute who are appointed to the Senate;</li><li>(i) one person from amongst the alumni of the University/Institute;</li><li>(j) two persons from the academic community of the country, other than an employee of the University/Institute, at the level of professor or principal of a college;</li><li>(k) four University/Institute Teachers; and</li><li>(l) one person nominated by the Commission.</li></ul> <p>(2) The numbers of the members of the Senate described against clauses (e) to (h) of sub-section 1 may be increased by the Senate through Statutes subject to condition that the total membership of the Senate does not exceed twenty-one, with a maximum of five University/Institute Teachers, and the increase is balanced, to the extent possible, across the different categories specified in sub-section (1).</p> <p>(3) All appointments to the Senate shall be made by the Chancellor. Appointments of persons described in clauses (e) to (f) of sub-section (1) shall be made from amongst a panel of three names for each vacancy recommended by the Representation Committee and in accordance with procedure as may be prescribed.</p>





**Government of KP  
Higher Education Regulatory Authority**

Component	Standards/Norms
	<p>(4) Members of the Senate, other than ex officio members, shall hold office for three years. One-third of the members, other than ex officio members, of the first restructured Senate, to be determined by lot, shall retire from office on the expiration of one year from the date of appointment by the Chancellor. One-half of the remaining members, other than ex officio members, of the first restructured Senate, to be determined by lot, shall retire from office on the expiration of two years from the date of appointment and the remaining one-half, other than ex officio members, shall retire from office on the expiration of the third year:</p> <p>Provided that no person, other than an ex officio member, may serve on the Senate for more than two consecutive terms:</p> <p>Provided further that the University/Institute Teachers appointed to the Senate may not serve for two consecutive terms.</p>
<b>Safeguards</b>	<ol style="list-style-type: none"><li>1. The President of Pakistan or Governor of the province as the case may be should be Patron of the Institution.</li><li>2. The Patron shall have the powers to cause a visitation to be made on the request of the Higher Education Commission (HEC) in respect of any matter connected with the affairs of the Institute and shall, from time to time, direct any person or persons to inquire into or carry out inspection of the Institute.</li><li>3. The powers to grant affiliation to any institution shall be available to an Institute, which has built in quality criteria, judged by the HEC.</li><li>4. Institutions already established shall have their affiliation powers withdrawn through amendment in their Acts.</li><li>5. Affiliated institutions shall not be allowed to admit students after a grace period of five years. Students already admitted in affiliated institutions would be allowed to complete their degree programmes.</li><li>6. Campuses located in one city of a private institution will be considered collectively as one unit for the application of the new criteria. However, the campus of a private institution located in other cities would be treated as a new institution and the same criteria will be applicable to each campus.</li><li>7. The HEC would be the competent authority to grant accreditation, validate courses and syllabi of the Institute which shall be subject to quality standards set by the HEC. The accreditation will be withdrawn if found that the institution is unable to satisfactorily demonstrate its ability and commitment to achieve and maintain national academic standards.</li><li>8. The Institute shall be liable to provide facilities to the representatives of the Higher Education Commission, the Pakistan Engineering Council, Pakistan Medical and Dental Council or such similar relevant organizations for visitation to enable them to verify that the Institute is maintaining appropriate academic standards.</li><li>9. The HEC shall be competent to carry out periodic inspections and monitoring of the institution.</li></ol>



**Government of KP  
Higher Education Regulatory Authority**

---

	<p>10. The Institute shall have to work within the framework of the Education Policy and other law or policy framed/amended by the Government of Pakistan/HEC/Provincial Governments from time to time.</p> <p>The Institute shall be required to strictly comply with the constitutional provisions and law and abide by social, religious, ethical and cultural ethos and values.</p> <p>12. Activities of the Institute shall be restricted to teaching, research and services only.</p> <p>13. Double entry system accounts shall be maintained by the Institute.</p> <p>14. Each Institute shall have its annual accounts audited by the competent auditors.</p>
--	---

**Note**

- The criteria shall also apply to Public Sector Institutions.
- The above criteria shall also be applicable in case of those institutes, which have already been granted charter in the private sector. They can be allowed a grace period of up to five years to meet the standard requirements from the date of approval by Federal Cabinet i.e. 27 February, 2002.
- Other conditions as specified by the HEC in the "Guidelines for the Establishment of a New University or an Institution of Higher Education" will remain valid.



**VI. Surveillance Committee of Higher Education Regulatory (HERA)**

- |    |   |          |
|----|---|----------|
| 1. | Member (Full Time),<br>HERA, Peshawar.            | Convener |
| 2. | Regional Director,<br>HEC Sub-Office at Peshawar. | Member   |
| 3. | Nominee of Higher Education Department            | Member   |

**Terms of Reference (ToR)**

1. To carry out periodic inspections and visitations for monitoring the performance of various institutes/colleges registered with Higher Education Regulatory Authority (HERA) and to ensure the standard of their academic programs and quality of teaching and to submit its findings/recommendations to the Authority.
2. To carry out surveillance regarding the un-registered and illegal institutes/colleges operating and functioning unlawfully in various parts of KP and indicate the same to the authority for necessary action.
3. To carry out such other functions as may be assigned to it from time to time by the Chairman.



**VII. SELF-CHECK LIST FOR THE FEASIBILITY REPORT FOR THE ESTABLISHMENT OF NEW UNIVERSITY/DEGREE AWARDING INSTITUTES IN THE PRIVATE SECTOR**

**(Note:** The check-list is for the sponsor(s) who should check against each item whether all the aspects of the feasibility have covered in the report)

	Check List	Yes	No	Remarks
<b>1.</b>	<b>In preparing the summary and rationale of the Project, have I ...</b>			
i.	Stated the summary clearly with all the aspects of the project			
ii.	Mentioned the purpose and mission of the institution			
iii.	Discussed rationale of the project supported by data			
iv.	Identified educational needs/deficiencies supported by data			
v.	Analyzed availability of higher education of the area supported by data			
vi.	Mentioned the particular features of the project			
<b>2.</b>	<b>Submission on the profile of Institution and Society/Trust includes the details with regards to:</b>			
i.	Existing set-up			
ii.	Internal governance			
iii.	Name of registered society/trust			
iv.	Memorandum of association			
v.	Proposed new set-up of the institution			
<b>3.</b>	<b>In submitting information on physical resources and infrastructure, have I ...</b>			
i.	Given the details of available and proposed infrastructure in respect of:			
a.	Land, buildings, (both for academic and administrative purposes)			
b.	Total covered area			
c.	Furniture & fixtures			
d.	Number of classrooms, their size			
e.	Library books			
f.	Laboratory			
g.	Equipment			
h.	Hostels, and other student support services			
i.	Computer/Internet			
<b>4.</b>	<b>In connection with the submission on academic set-up of the institution, have I...</b>			
i.	Outlined information with regard to			
a.	Name of departments/facilities			
b.	Constitution and composition of course committees			
c.	Phase-wise development of academic programs and development schedule			



**Government of KP  
Higher Education Regulatory Authority**

Check List		Yes	No	Remarks
ii.	Given details of authorities of the institution with respect to:			
a.	Board of Trustees			
b.	Board of Governors			
c.	Academic council			
d.	Board of Studies			
e.	Selection Board etc.			
iii.	Stated existing and proposed degree programs.			
iv.	Mentioned details of current & proposed scheme of studies			
v.	Outlined curricula for each degree programs.			
vi.	Provided details of human resource component with regard to:			
a.	Existing and proposed faculty, their qualifications, pay scale etc.			
b.	Students, their enrolment level wise.			
c.	Administrative and other supporting staff (with qualifications and pay scale etc).			
vii.	Provided service rules with respect to faculty and support staff.			
<b>5</b>	<b>In preparing submission on various aspects of studies, have I ...</b>			
i.	Submitted details on			
a.	Students admission policy			
b.	Fee level for various degree programs.			
c.	Scholarships			
d.	Students supervision			
e.	Quality assurance system			
f.	Nation and international collaboration etc.			
<b>6</b>	<b>In giving details on examinations and assessment, did I mention...</b>			
i.	Details on assessment and examinations system.			
ii.	Regulations of examinations			
iii.	Mechanism of assessment			
iv.	Student supervision			
v.	Arrangements for monitoring quality of teaching and learning and students performance.			
<b>7.</b>	<b>In connection with the submission finance resources and financial plan, have I ...</b>			
i.	Provided start-up costs, annual operating costs and their basis.			
ii.	Analyzed financial plan.			
iii.	Mentioned pert chart for phase-wise programs.			
iv.	Given simple bank statement with regard to money in hand.			
v.	Provided details of total investments.			



Government of KP  
Higher Education Regulatory Authority

---

Check List		Yes	No	Remarks
vi.	Identified development cost for the institution for phased programs.			
vii.	Discussed resources for the funds required.			
viii.	Details of endowment if any.			
<b>8</b>	<b>In preparing draft Ordinance, did I.....</b>			
i.	Follow the HEC's guidelines on the model Ordinance.			
<b>9</b>	<b>While submitting the feasibility report, have I .....</b>			
i.	Remitted cheque for Rs.1000/- as application processing fee and Rs.25,000/- as defray charges/evaluation fee			
ii.	Enclosed five hard copies of feasibility report			
iii.	Provided floppy disk on the feasibility report			



**VIII. General Institutional Requirements Proforma for the Establishment of a New University or an Institution of Higher Education**

**A. GENERAL INSTITUTIONAL REQUIREMENTS PROFORMA FOR THE ESTABLISHMENT OF A NEW UNIVERSITY OR AN INSTITUTION OF HIGHER EDUCATION.**

- Note:**
1. Please answer every question (in your application) clearly and fully.
  2. Application should be submitted in 4 hard copies and a compact disk (CD)
  3. Application processing of Rs. 1000/- to be paid in advance.

**1. Executive summary of the project**

- 1.1 Development of proposal and justification
- 1.2 Philosophy/objectives
- 1.3 Demonstration with reference to need/s of the society and facilities proposed to be created in relation to the market demand
- 1.4 Social benefits to be achieved.

**2. Sponsorship**

- 2.1 Registered body, association, federation, trust, foundation, NGO etc.
- 2.2 Governing body
- 2.3 Funding sources
  - 2.3.1 Initial investment
  - 2.3.2 Recurring expenses/endowment/trust.

**3. Location**

- 3.1 Proposed site, area
- 3.2 Justification with reference to demographic requirements and availability of present facilities in the area.

**4. Physical Facilities**

- 4.1 Infrastructure available
  - 4.1.1 Land
  - 4.1.2 Building: administration, academic, library, laboratories, hostels, halls, sports grounds and other facilities
  - 4.1.3 Equipment, office and laboratories
  - 4.1.4 Books, journals, other publications
  - 4.1.5 Furniture, fixtures
  - 4.1.6 Others.

**4.2 Infrastructure proposed**

- 4.2.1 Land
- 4.2.2 Building, administration, academic, library, laboratories, hostels, halls, sports grounds and other facilities
- 4.2.3 Equipment
- 4.2.4 Books, journals, other publications
- 4.2.5 Furniture, fixtures
- 4.2.6 Others.

**5. Proposed program of study**

- 5.1 Degrees, diplomas, certificates to be awarded
- 5.2 Name and duration of courses/programs
- 5.3 Mode of evaluation



**6. Curriculum**

- 6.1 Proposed structure/scheme of studies
- 6.2 Details of courses, level-wise
- 6.3 Management of practical training

**7. Development of academic programs**

- 7.1 Phases
- 7.2 Development schedule

**8. Academic structure in terms of departments, faculties**

- 8.1 Names of departments and faculties
- 8.2 Constitution & composition of course committees
- 8.3 Constitution and composition of board of studies, academic council/committee.

**9. Admissions**

- 9.1 General policy
- 9.2 Number of students to be enrolled, level-wise
- 9.3 Procedures and criteria of admission.

**10. Fee structure**

- 10.1 Admission fee, annual tuition fee, other dues (to be specified)
- 10.2 Scholarships, bursaries, assistantships, if any.

**11. Examination and assessment**

- 11.1 Information on assessment system, regulations of examinations
- 11.2 Mechanism of assessment and examinations
- 11.3 Arrangements for monitoring quality of teaching and learning and students performance.

**12. Quality assurance and student supervision**

- 12.1 Arrangement for academic supervision of students
- 12.2 Arrangements for quality assurance
- 12.3 Level of administrative and technical support for quality assurance.

**13. Students**

- 13.1 Total number of students enrolled in the institution
- 13.2 Enrolment of students level-wise
- 13.3 Output of students level-wise for the past 3 years (if any).

**14. Faculty/Staff**

- 14.1 Faculty strength, qualifications, pay scales, criteria of selection (level-wise)
- 14.2 Visiting, associates and others
- 14.3 Administrative and supporting staff.

**15. National and International collaboration, if any**

- 15.1 Collaborating agencies/institutions
- 15.2 Nature of collaboration/linkage/s
- 15.3 Method and extent of collaboration/linkage/s.

**16. Financial Plan**

- 16.1 Viable financial propositions over a period of 5 to 10 years. Also provide an analytical-descriptive plan both for sources and utilization of recurring and non-recurring expenditure.
- 16.2 Sources of yearly income
- 16.3 Non-recurring/development, cost
- 16.4 Capital cost estimates.





**Phase-I**

**Phase-II**

**Phase-III**

**a). Land**

- i. land donation
- ii. land acquisition by Act
- iii. land purchased

**b). Buildings**

- i. Academic buildings
- ii. Office buildings
- iii. Residential buildings
- iv. Students hostels
- v. Amenity buildings including playground
- vi. Others

**c). Equipment**

- i. Laboratory equipment
- ii. Office equipment and machinery
- iii. Machinery and tools for academic purposes

**d). Furniture**

- i. Furniture for academic purposes including Library
- ii. Furniture for hostel
- iii. Office furniture
- iv. Furniture - residential

**e). Transport**

- i. For official use
- ii. For students
- iii. For academic & research

**f). Administration**

- i. Academic support staff
- ii. Administration staff
- iii. Maintenance staff
- iv. Service staff

**g). Faculty**

- i. Teaching
- ii. Research

**16.5 Recurring income**

**a). Receipts**

- i. Grants
- ii. Donations
- iii. Gifts
- iv. Assets and investment income
- v. Endowment income
- vi. Survey/project & research income

**b). Fee**

- i. Regular
- ii. Casual
- iii. Miscellaneous



**16.6 Recurring expenditure**

- 16.6.1 Pay and Allowances
- 16.6.2 Maintenance
- 16.6.3 Purchase
- 16.6.4 Utilities
- 16.6.5 Running laboratory expenses
- 16.6.6 Examinations
- 16.6.7 Consumable
- 16.6.8 Stores

**17. Pert chart** (indicating phase-wise activities for establishment of institution)

<b>Project</b> (5 Years)	<b>Phase-I</b> (5 Years)	<b>Phase-II</b> (5 Years)	<b>Phase III</b>
17.1	Investment by sponsors		
17.2	Fund raising		
17.3	Building - equipment - furniture		
17.4	Charter		
17.5	Curricula		
17.6	Academic programs		
17.7	Faculty		
17.8	Students		
17.9	Others		

**18. Additional information, if any.**



**VIII. Inspection/Registration Proforma for Universities/Degree Awarding Institutions in private sector**

**B.**

**INSPECTION/REGISTRATION PROFORMA FOR UNIVERSITIES /DEGREE AWARDING INSTITUTIONS IN PRIVATE SECTOR.**

**Note:** 1) Please answer every question (in your application) clearly and fully extra sheets may be attached, where necessary.

**1. GENERAL:**

- 1.1 Name of the Institute, address and telephone/Fax Nos.
- 1.2 Year of Establishment.
- 1.3 Name of the controlling authority/Chief Executive.
- 1.4 Name, designation and qualifications of head of the institute.
- 1.5 Name of the Registered society/body, trust, foundation, NGO.
- 1.6 Governing body, its composition and other relevant details.

**2. PHYSICAL FACILITIES:**

2.1 *Infrastructure available (please give details under each head, stating clearly whether owned, rented or shared)*

- 2.1.1 Land
- 2.1.2 Total covered area of the campus both for administration and academic purpose.
- 2.1.3 No of rooms and area of the administration building.
- 2.1.4 Total No. of class rooms, their size.
- 2.1.5 Details of the library, laboratories, workshops equipment and hostel buildings.
- 2.1.6 Details of the office equipment, furniture and fixtures.
- 2.1.7 No. of quarters/residences at the campus for teaching staff.
- 2.1.8 No. of books (subject wise), journals, other publications
- 2.1.9 Details of sports grounds and other facilities.
- 2.1.10 Position of Gas, Water and Electricity fittings.

2.2 *Infrastructure proposed (please give details under each head)*

- 2.2.1 Land
- 2.2.2 Proposed site area
- 2.2.3 Total covered area of the campus both for administration and academic purpose.
- 2.2.4 No. of rooms and area of the administration building including conference hall.
- 2.2.5 Total no. of class rooms, their size
- 2.2.6 Details of the library, laboratories, workshops equipment and hostel buildings.
- 2.2.7 Details of the office equipment, furniture and fixtures.



- 2.2.8 No. of quarters/residences at the campus for teaching staff.
  - 2.2.9 No. of books (subject wise) journals, other publications.
  - 2.2.10 Details of sports grounds and other facilities.
  - 2.2.11 Transport vehicles
  - 2.2.12 Others.
- 2.3 *Laboratories*
- 2.3.1 What is the number and size of laboratories and workshops?
  - 2.3.2 Are the laboratories and workshops fitted with electricity gas and water?
  - 2.3.3 Give a list of apparatus and equipment in each subject.
  - 2.3.4 What amount has been allocated for laboratory equipment and apparatus in the current year budget
- 2.4 *Library*
- 2.4.1 Is their proper building for library? Give size of the library building.
  - 2.4.2 Total number of books in the library.
  - 2.4.3 Total number of reference books.
  - 2.4.4 Whether test books are available in each subject. If so, number of copies of each textbook may be given.
  - 2.4.5 What journals and newspapers are subscribed for the library?
  - 2.4.6 How many students can be accommodated in the reading room?
  - 2.4.7 Has a librarian been employed?
  - 2.4.8 What are the qualifications of the librarian?
  - 2.4.9 What is the total amount allocated for the library in the current year budget?
  - 2.4.10 (a) Recurring  
(b) Non Recurring
- 2.5 *Hostels*
- 2.5.1 Provision has been made for the residence of students?
  - 2.5.2 Is the maximum No. of boarders that can be lodged in the hostel?
  - 2.5.3 Is there any arrangement of mess? Is it subsidized by the institution or run entirely by the students' contribution?
  - 2.5.4 Is there a common room?
  - 2.5.5 What is arrangement for medical hid?
  - 2.5.6 What are the qualifications of the Warden?
  - 2.5.7 Does the Warden reside inside or near the hostel?
- 2.6 *Play Grounds*
- 2.6.1 Games for which the institution has made provision. Give details of playground.



- 2.6.2 Are the playgrounds near the institution or the hostel?
- 2.6.3 Did the institution participate in any National inter provincial tournaments?
- 2.6.4 Has the institution employed a whole time physical instructor?
- 2.6.5 What are the qualifications of the physical instructor?
- 2.6.6 What is the arrangement for the physio-medical examination of students?
- 2.6.7 Is there a provision for gymnasium and athletics?

2.7 *Transport*

- 2.7.1 For office use
- 2.7.2 For students
- 2.7.3 For academic and research

**3. Students:**

- 3.1 Total number of students enrolled in the institution.
- 3.2 Enrolment of students level-wise.
- 3.3 Output of students level-wise for the past 3 years, if any.

**4. Faculty / Staff:**

- 4.1 Faculty strength, names of members of teaching staff, their qualification, designation, experience, pay scales.
- 4.2 Mode of appointment of teaching staff and criteria of selection (level-wise). Copies of the service rules including efficiency and discipline rules to be attached.
- 4.3 Total number of non-teaching, administrative and supporting staff, their designation, qualification and experience. Copies of service rules to be provided.

**5. Academic structure in terms of departments, faculties:**

- 5.1 Names of departments and faculties.
- 5.2 Constitution and composition of course committees.
- 5.3 Constitution and composition of board of studies, academic council/committee.

**6. Degree Program of Study (both current and proposed):**

- 6.1 Degrees, diplomas, certificates to be awarded.
- 6.2 Names and duration of courses/ programs.
- 6.3 Mode of evaluation (semester, annual, term system).

**7. Development of academic programs:**

- 7.1 Phases
- 7.2 Development schedule.

**8. Curriculum (both current and proposed):**

- 8.1 Current structure/scheme of studies.
- 8.2 Details of course, level-wise.



- 8.3 Management of practical training.
- 8.4 Proposed scheme of studies.

**9. Admissions:**

- 9.1 General policy.
- 9.2 Number of students to be enrolled, level-wise.
- 9.3 Procedures and criteria of admission.

**10. Fee structure:**

- 10.1 Admission fee, annual tuition fee, other dues (to be specified).
- 10.2 Scholarships, bursaries, assistantships, if any.

**11. Examination and assessment:**

- 11.1 Information on assessment system, regulations of examinations.
- 11.2 Mechanism of assessment and examinations.
- 11.3 Arrangements for monitoring quality of teaching, learning and students performance.

**12. Quality assurance and student supervision:**

- 12.1 Arrangement for academic supervision of students.
- 12.2 Arrangement for quality assurance.
- 12.3 Level of administrative and technical support for quality assurance.

**13. National and International collaboration, if any:**

- 13.1 Collaborating agencies/institutions
- 13.2 Nature of collaboration/linkage(s)
- 13.3 Method and extent of collaboration/linkage(s)

**14. Budget:**

- 14.1 Summary of the annual grant and expenditure of the institution for the last year.
- 14.2 Sources of yearly income.
- 14.3 Non-recurring/development, cost.
- 14.4 Capital cost estimates.

**15. Finance:**

- 15.1 State the financial position of the institution and source of income to meet the recurring and development expenses of the institution.

*15.1.1 Income-recurring*

**a. Receipts**

- i. Grants
- ii. Donations
- iii. Gifts



- iv. Assets and investment income
- v. Endowment income
- vi. Survey/project and research income

**b. Fees**

- i. Regular
- ii. Casual
- iii. Miscellaneous

**16. Recurring Expenditure:**

- 16.1 Pay and Allowances
- 16.2 Maintenance
- 16.3 Purchase
- 16.4 Utilities
- 16.5 Running laboratory expenses
- 16.6 Examinations
- 16.7 Consumable
- 16.8 Stores



**IX. Procedure for Opening of a Private Degree/Professional/Vocational/Physical Education College or Institution**

1. No person or an organization shall apply for opening of a private college, unless, in the case of an individual, he has set apart a sizable amount in a bank in the name of the college as security deposit, or in the case of an organization, it has been registered as a society, trust, foundation or business enterprises under the relevant law for the time being in force.
2. Any person or an organization, as mentioned in sub-section (1), interested in establishing a Degree College, may apply for registration to the Regulatory Authority in such manner as may be prescribed.
3. For Establishment of Private Degree/Professional/Vocational/Physical Educational College or Institute, sponsor shall have to make available at least  $\frac{1}{2}$  Acre of land depending on the location having potential for further development.
4. The Authority shall refer the case to the Scrutiny Committee appointed under sub-section (a) Section-II for Scrutiny of the case within the meaning of the said provision.
5. The Scrutiny Committee if satisfied that the applicant has submitted a correct feasibility report in accordance with prescribed requirement for the purpose, and the establishment of the respective college or institution shall help in the furtherance of the case of education shall recommend for its registration to the Authority.
6. The college or Institution after obtaining provisional registration certificate from the Authority shall apply for affiliation to the Public University in the jurisdiction of which the college is situated.
7. Upon obtaining affiliation, the provisional registration shall stand confirmed.
8. In case the college is a professional college requiring approval of an authority under the federal law, like the Pakistan Medical and Dental Council in case of a Medical College or Pakistan Engineering Council in case of a College of Engineering and Technology, it shall be the responsibility of the college concerned to fulfill the legal formalities and obtain the approval of the Council concerned directly, in the manner specified in the relevant federal law.





**X. Procedure for Inspection of Colleges/Institutes**

1. Any person or an organization such as registered society, trust, foundation or NGO interested in establishing a Degree College/Institute may apply for registration to HERA on the prescribed form along with relevant documents.
2. On receipt of the application form, the Authority will scrutinize and process the application.
3. In case the application is found in order and according to the rules, the Authority shall refer the same to the scrutiny committee for further necessary action.
4. If the application during the course of processing is found incomplete and deficient in any respect, the Authority shall send it back to the applicant with the direction to complete the requirements and resubmit the case to the Authority.
5. Upon resubmission, the Authority shall reprocess the case. If the application and related documents are found in order, the same shall be forwarded to the scrutiny committee for further necessary action.
6. The convener of the scrutiny committee shall, then fix a date and time convenient to him and the Members of the Scrutiny Committee for inspection the college/institute and communicate the same to the authority.
7. The Authority upon the receipt of schedule of inspection shall inform the concerned college institute of the same.
8. The scrutiny committee shall then carry out inspection of the college or institute in accordance with fixed criteria/guidelines and examine/scrutinize the realities on the ground.
9. All the members of the scrutiny committee shall submit their observation/recommendation on the prescribed proforma to the convener of the scrutiny committee.
10. The convener of scrutiny committee shall submit the same along with his specific and final recommendation to the Authority for further necessary action under the rules.
11. The Authority shall issue a Registration Certificate in respect of the College/Institute in the prescribed manner under the rules which shall be renewable as provided in the rules.

**XI. Issuance of Registration Certificate**

The Authority shall issue a Registration Certificate in respect of the college or institution in the private sector for a period of one year which shall be renewable on a fee prescribed by the Authority/Government.



**A. APPLICATION FORM FOR REGISTRATION.**

**(For Colleges / Institutes in the Private Sector)**

- Note:**
- 1) Please answer every question clearly and fully.
  - 2) Application should be submitted in 4 hard copies and a compact disc (CD)
  - 3) Application processing fee of Rs. 1000/- to be paid in advance.

**1. General:**

- i) Name of Institution, address with fax/email/telephone numbers;
- ii) Year and objectives of establishment;
- iii) Name of the controlling authority/ chief executive;
- iv) Name, designation and qualification of the head of institution;
- v) Name of registered society/body, trust foundation, NGO etc.;
- vi) Recognition/ Approval of Federal Relevant Professional Authorities (Applicable to law colleges/institutes of legal studies only).
- vii) Governing body, Board of Governors/Board of Directors, its composition, Acceptance Letters and other relevant details.

**2 Physical facilities:**

- i) Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of the Administration building.
- ii) Mutation Deed/Ownership documents in case of own building and Rent Deed in case of rental building (Lease deed must be for at least 05 years).
- iii) Detail of total number and sizes of classrooms, capacity for students.
- iv) Details of the laboratories, workshops and equipments appropriate to the courses.
- v) Details of the office equipments, furniture and fixtures.
- vi) Number of quarter / residence at the campus for teaching staff.
- vii) Details of sports grounds and other indoor/outdoor sports facilities.
- viii) Position of gas and water and electricity fitting.
- ix) Transport vehicles for official use and students.
- x) Details of hostel buildings.

**3. Academic Facilities:**

- i) Current Academic programs presented at institution;
- ii) Detail of subjects to be offered at Bachelors level with proposed combinations of academic groups and approved courses of studies.
- iii) Subject to be offered at Master's level with proposed combination of academic group and approved courses of studies.
- iv) Proposed teaching timetable for the proposed programs.

**4. Faculty/Staff:**

- i) Faculty strength, names of members of full time/part time teaching staff, their qualification, designations, experience, pays scales and workload.
- ii) Copies of CVs and appointment letters of all teaching staff.



**Government of KP  
Higher Education Regulatory Authority**

---

- iii) Mode of appointment of teaching staff and criteria of selection.
  - iv) Terms and conditions of service of staff members/service rules.
  - v) Total number of non-teaching, administrative and supporting staff, their designation, qualifications, pay scales and experience.
  - vi) Details of medical services for students and employees.
5. **Library:**
- i) Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;
  - ii) Reading room for students with size and furniture.
  - iii) Digital Library facility, if any.
6. **Facilities regarding Information Technology:**
- i) Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio;
  - ii) Number of computers, its specifications, size of computer lab, Internet connectivity to students.
  - iii) Web site to be developed and address furnished to the authority.
7. **Students:**
- i) Total number of students enrolled in the institution.
  - ii) Enrollment of students level-wise.
  - iii) Proposed number of students.
8. **Admissions:**
- i) General policy for Admission, procedure and eligibility criteria for admission.
  - ii) General policy for students, code of conduct.
  - iii) Proposed fee structure of degree level programs including;
    - a. Admission Fee
    - b. Tuition Fee
    - c. Examination Fee
    - d. Sports
    - e. Security, if any
    - f. Fine, etc.
  - iv) Detail of total dues charged from the students.
9. **Finances:**
- i) Financial position of institution and sources of income to meet the recurring and developmental expenses of the institution.
  - ii) Detail of total investments.
  - iii) Receipts in form of grants, donations, gifts, assets and investment, income and fees in terms of regular, casual and miscellaneous.
  - iv) Recurring expenditure in terms of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.
  - v) Balance Sheet/Statement of account duly signed by the authorized officer/chartered accountant.



**Government of KP  
Higher Education Regulatory Authority**

---

- vi) Detail of endowment fund account in the name of the college/institute on the proper format of HERA along with original bank statement.
- vii) Detail of Tangible Assets in form of land, building, furniture, equipment and machinery etc.
- viii) Detail of working capital account in the name of the college/institute along with original bank statement.

**10. Additional, if any**



**Government of KP  
Higher Education Regulatory Authority**

**XIIa. Criteria for Private Degree Colleges**

S. #	Items / Requirements	Standard Norms
1.	<b>Management</b>	Institute must be Managed by an Individual/Trust/Society or NGO
2.	<b>Registration</b>	The Trust/Society/NGO must be registered under the relevant law.
3.	<b>Board of Governors</b>	At least one Member of BOGs should be the Principal of Government Degree College of the area or his nominee.
4.	<b>Departments/Subjects</b>	Departments/subjects to be mentioned.
5.	<b>Teacher students ratio</b>	1:15 maximum for Science Subjects 1:40 for others.
6.	<b>Number of Administrative / supporting staff.</b>	Need based.
7.	<b>Teaching Faculty</b> i) Faculty members:  ii) Workload:	With minimum prescribed qualification as master Degree in relevant subject, preferably at least 20-25% faculty in M. Phil Degree particularly in basic sciences, computer science and I.T. Subjects etc. Part time faculty, if any, should not exceed 20%.  24 classes per teacher per week of the duration 40 minutes each.
8.	<b>Salary Structure</b>	As per Government Pay Scales
9.	<b>Library</b> i) Books ii) Journals  iii) Audio/Video Teaching Aids	At least 500 books on relevant subjects. At least 2 Journals of National and International repute, beside Daily News Papers both in English and Urdu Need based
10.	<b>Infrastructure / Facilities</b> i. Hall:	Need based (at least one hall for maximum 100 students)
	ii. Class Rooms: iii. Staff Room: iv. Offices:  v. Labs:  vi. Workshops: vii. Computers viii. Internet Service ix. Cafeteria x. Transport xi. Housing for Staff xii. Parking Space xiii. Toilets	Class Rooms (16` x 32` for each section of class not exceeding 40 students). One i) Principal Office ii) Admin Staff. iii) Accounts. iv) Reception. At least one lab for each science subject in which practical involved Need based. One for three students in case of I.T courses. 256 K. bytes access rate shall be provided One. Need based Need based. Need based. Need based.
11.	<b>Development of Web site</b>	The institute will develop its own web site and furnish its address to the Authority



**Government of KP  
Higher Education Regulatory Authority**

---

<b>S. #</b>	<b>Items / Requirements</b>	<b>Standard Norms</b>
<b>12.</b>	<b>Area</b>	
	i. Gross Area	½ Acre (4 Kanals)
	ii. Covered Area	Minimum 100 sqft per student.
	iii. Open Area	200% of the covered Area.
<b>13.</b>	<b>Hostel</b>	Need based.
<b>14.</b>	<b>Scholarships and Free ships.</b>	At least 10% of the Students to be given Scholarships and Free ships
<b>15.</b>	<b>Audit</b>	Annual Audit to be carried out by a chartered Accountant.
<b>16.</b>	<b>Accounts</b>	Double Entry System
<b>16.</b>	<b>Finance:</b>	
	i. Endowment fund/ Security	Rs. One million in the name of the College. Dissolvable/Alterable with prior approval of HERA.
	ii. Tangible assets in the form of Land/ building.	Rs. Two million.
	iii. Working Capital	Rs. Two Million during the year.
	<b>Total:</b>	<b>Rs. 5.00 million</b>



**b. Criteria for private Institution**

**“Criteria for Establishment of Private Institutions”**

S. #	Items / Requirements	Standard Norms	
1.	<b>Management</b>	Institute must be Managed by an Individual/ Trust/ Society or NGO	
2.	<b>Registration</b>	The Trust/Society/NGO must be registered under the relevant law.	
3.	<b>Reorganization/Approval of Federal Relevant Professional Authorities.</b>	Pakistan Bar Council (Applicable to law college/institute of legal studies only)	
4.	<b>Board of Governors:</b>	At least one member of BOGs should be:- 1. Principal of Government Degree College of the Area or his nominee. 2. Registrar/Dean of the University in whose jurisdiction, the institute is situated or his nominee not below the rank of Professor. 3. A nominee of Higher Education Department/HERA.	
5.	<b>Departments:</b>	Department to be mentioned	At least 3 to 4 Departments
		Teacher Student Ratio	1:12 Maximum for science subjects 1:20 for others.
		Number of Admin. / supporting staff.	Need based.
6.	<b>Teaching Faculty:</b>		
	i. Number of teachers (full time) required per department.	Six Teachers per department.	
	ii. Teachers	50% full time faculty members with Minimum Prescribed qualifications as Master degree in relevant Subject.	
	iii. Lecturer, Associate Professors and Professors.	At least 20 -25 % faculty with M. Phil degree, particularly in Basic Sciences, Computer sciences and Information Technology subjects etc.	
	iv. Workload	24 Classes per teacher per week of duration of 40 minutes each.	
7.	<b>Library:</b>		
	i. Books	At least 500 books on relevant subjects.	
	ii. Journals	At least 5 Journals of National and International repute, besides Daily News Papers both in English and Urdu.	
	iii. Audio/Video Teaching Aids	Need based	
8.	<b>Infrastructure / General Facilities:</b>		
	i. Hall:	Need based (at least one hall for maximum 100 students)	
	ii. Classrooms:	2 Lecture rooms for each department, (16` x 32` for each section of Class not exceeding 40 Students), 1 Seminar room, 1 Library cum Reading room, 1 Committee room	
	iii. Staff room:	1 staff room.	



**Government of KP  
Higher Education Regulatory Authority**

S. #	Items / Requirements	Standard Norms
	iv. Offices:	Principal Office. Admin Staff. Accounts. Reception.
	v. Lab:	At least 1 Lab for each science subject with appropriate space (in case of science subject).
	vi. Workshop:	Need based.
	vii. Computers	One for three students in case of I.T courses
	viii. Internet Service:	256 K.bytes access rate shall be Provided.
	ix. Cafeteria:	One.
	x. Transport	Need based
	xi. Medical Facilities:	Desirable
	xii. Housing for staff:	Need based
	xiii. Parking Space.	Need based.
	xiv. Washrooms:	Need based.
<b>9.</b>	<b>Gross Area:</b>	
	i. Area in acres.	At least 4 Kanals depending on location having potential for further development
	ii. Built in Covered area (Desirable)	Minimum 100 Sqft per Student.
	iii. Open Area	200% of the covered area.
<b>10.</b>	<b>Web Site</b>	The institute will develop its own web site and furnish its address to the Authority.
<b>11.</b>	Hostel: Cubicles Dormitories, Dining, Gross Space.	Need based.
<b>12.</b>	<b>Scholarship and free ships:</b>	At least 10% of the Students to be given Scholarships/ Free Ships.
<b>13.</b>	<b>Audit:</b>	Annual audit to be carried out by chartered Accountant.
<b>14.</b>	<b>Accounts</b>	Double Entry System
<b>15.</b>	<b>Finance:</b>	
	i. Endowment fund/ Security	Rs. One million in the name of the College. Dissolvable/ Alterable with prior approval of HERA.
	ii. Tangible assets in the form of Land/ building.	Rs. Two million.
	iii. Working Capital	Rs. Two Million during the year.
	<b>Total:</b>	<b>Rs. 5.00 million</b>





**Government of KP  
Higher Education Regulatory Authority**

**<sup>3</sup>XIIC. Criteria for Establishment of Private Medical Colleges**

S#	Items / Requirements	Standard Norms	
1.	<b>Management</b>	Institute must be Managed by an Individual/Trust/ Society or NGO	
2.	<b>Registration</b>	The Trust/Society/NGO must be registered under the relevant law.	
3.	<b>Board of Governors:</b>	At least one member of BOG should be: 1. Principal of the nearest Govt. Medical College or his nominee not below the rank of Professor. 2. Registrar/Dean of the University in whose jurisdiction, the institute is situated or his nominee not below the rank of Professor. 3. A nominee of the Higher Education Department/ Higher Education Regulatory Authority.	
4.	<b>Recognition/Approval of Federal Relevant Professional Authorities.</b>	1. Pakistan Medical & Dental Council 2. Council of Pharmacy	
5.	<b>Departments/Subjects:</b>	Departments/subjects to be mentioned	Need based as per PM&DC requirements.
		Number of Admin./ supporting staff	
6.	<b>Teaching Faculty:</b>		
	i. Teaching Faculty/ Demonstrator per department:	Having minimum prescribed qualification as per PMDC requirements.	
	ii Workload	As per PM&DC requirements.	
7.	<b>Library:</b>		
	i. Books	At least 1500 text & reference books on relevant subjects with a provision of digital facilities for staff and students.	
	ii. Journals	At least 15 PMDC listed Journals of National and International repute, besides Daily News Papers both in English and Urdu.	
	iii. Librarian:	Having BLS or MLS qualification.	
	iv. Audio/ Video Teaching Aids:	Need based	
8.	<b>Infrastructure / General Facilities:</b>		
	i. Hall:	Examination Hall, Conference Hall/Auditorium having the capacity of at least 100 students and Dissection Hall having the capacity of at least 100 students.	
	ii. Classrooms/Lecture theater and ancillary facilities:	At least two lecture rooms per department	
		1 Seminar room,	
		1 Library cum Reading room, 1 Committee room	
	iii. Staff room:	2 staff room.	
	iv. Offices:	Principal Office.	
		Admin Staff.	
		Accounts.	
		Reception. Offices for all teaching staff/supporting staff	
v. Lab:	Well equipped spacious labs for each department as per PM&DC requirements.		
vi. Museum/Mortuary:	As per PM&DC requirements.		

<sup>3</sup> Proposed additional criteria for medical colleges in Functions & Regulations 2006 approved by the Regulatory Authority in its meeting held on 11.9.2007 and submitted to HED vide letter No. 01/HERA/General/R&R/2069-72 dated 15.9.2007 for approval of the Govt. of KP



**Government of KP  
Higher Education Regulatory Authority**

S#	Items / Requirements	Standard Norms
	vii. Detail of indoor/outdoor sports facilities, gymnasium etc.:	Need based.
	viii. Computer Center:	Need based
	ix. Internet Service:	256 K.bytes access rate shall be provided.
	x. Cafeteria:	Need based
	xi. Transport:	Need based
	xii. Medical Facilities/ infirmary:	Desirable
	xiii. Housing for staff:	Need based
	xiv. Parking Space:	Need based.
	xv. Washrooms:	Need based.
9.	<b>Teaching Hospitals:</b>	As per PM&DC requirements
10.	<b>Area:</b>	
	i. Area in acres.	At least 10 Kanals depending on location having potential for further development
	ii. Open Area:	200% of the covered area.
11.	<b>Web Site</b>	The institute will develop its own web site and furnish its address to the Authority.
12.	<b>Hostel:</b>  Cubicles Dormitories Dining Hall	Need based.
13.	<b>Scholarship and free ships:</b>	At least 10% of the Students to be given Scholarships/ Free Ships.
14.	<b>Audit:</b>	Annual audit to be carried out by a Chartered Accountant.
15.	<b>Accounts</b>	Double Entry System
	<b>Finance:</b>	
16.	i. Endowment fund/ Security	Rs. Five million in the name of the College. Dissolvable/ Alterable with prior approval of HERA.
	ii. Tangible assets in the form of Land, building, furniture and equipment/machinery.	Rs. Ten million.
	iii. Working Capital	Rs. Five Million during the year.
	<b>Total:</b>	<b>Rs. 20.00 million</b>



**Government of KP  
Higher Education Regulatory Authority**

**4XIIId. Criteria for Establishment of Private Engineering/Technical Colleges<sup>4</sup>**

S#	Items / Requirements	Standard Norms	
1.	<b>Management</b>	Institute must be Managed by an Individual/Trust/ Society or NGO	
2.	<b>Registration</b>	The Trust/Society/NGO must be registered under the relevant law.	
3.	<b>Board of Governors:</b>	At least one member of BOG should be: 1. Principal of the nearest Public Sector Engineering College or his nominee not below the rank of Professor. 2. Registrar/Dean of the University in whose jurisdiction, the institute is situated or his nominee not below the rank of Professor. 3. A nominee of the Higher Education Department/ Higher Education Regulatory Authority.	
4.	<b>Recognition/Approval of Federal Relevant Professional Authorities.</b>	Pakistan Engineering Council (PEC)	
5.	<b>Departments/Subjects:</b>	Departments/subjects to be mentioned	Need based as per PEC requirements.
		Number of Admin./ supporting staff	
6.	<b>Teaching Faculty:</b>		
	i. Teaching Faculty/ Demonstrators per department:	Having minimum prescribed qualification as per PEC requirements.	
	ii Workload	As per PEC requirements.	
7.	<b>Library:</b>		
	i. Books	At least 1500 text & reference books on relevant subjects with a provision of digital facilities for staff and students.	
	ii. Journals	At least 15 PEC listed Journals of National and International repute, besides Daily News Papers both in English and Urdu.	
	iii. Librarian:	Having BLS or MLS qualification.	
	iv. Audio/ Video Teaching Aids:	Need based	
8.	<b>Infrastructure / General Facilities:</b>		
	i. Hall:	Examination Hall, Conference Hall/Auditorium having the capacity of at least 100 students.	
	ii. Classrooms/Lecture theater and ancillary facilities:	At least two lecture rooms per department	
		1 Seminar room,	
		1 Library cum Reading room, 1 Committee room	
	iii. Staff room:	2 staff room.	
	iv. Offices:	Principal Office.	
		Admin Staff.	
Accounts.			
Reception. Offices for all teaching staff/supporting staff			
v. Lab:	Well equipped spacious labs for each department as per PEC requirements.		
vi. Workshops	Need based as per PEC requirements.		

<sup>4</sup> Proposed additional criteria for Engineering Colleges in Functions & Regulations 2006 approved by the Regulatory Authority in its meeting held on 11.9.2007 and submitted to HED vide letter No. 01/HERA/General/R&R/2069-72 dated 15.9.2007 for approval of the Govt. of KP



**Government of KP  
Higher Education Regulatory Authority**

S#	Items / Requirements	Standard Norms
	vii. Detail of indoor/outdoor sports facilities, gymnasium etc.:	Need based.
	viii Computer Center:	Need based
	ix. Internet Service:	256 K.bytes access rate shall be provided.
	x. Cafeteria:	Need based
	xi. Transport:	Need based
	xii. Medical Facilities/ infirmary:	Desirable
	xiii Housing for staff:	Need based
	xiv. Parking Space:	Need based.
	xv. Washrooms:	Need based.
<b>9.</b>	<b>Survey Camp Facilities:</b>	Having discipline of Civil Engineering only
<b>10.</b>	<b>Area:</b>	
	i. Area in acres.	At least 10 Kanals depending on location having potential for further development
	ii. Open Area:	200% of the covered area.
<b>11.</b>	<b>Web Site</b>	The institute will develop its own web site and furnish its address to the Authority.
<b>12.</b>	<b>Hostel:</b>  Cubicles Dormitories Dining Hall	Need based.
<b>13.</b>	<b>Scholarship and free ships:</b>	At least 10% of the Students to be given Scholarships/ Free Ships.
<b>14.</b>	<b>Audit:</b>	Annual audit to be carried out by a Chartered Accountant.
<b>15.</b>	<b>Accounts</b>	Double Entry System
<b>16.</b>	<b>Finance:</b>	
	i. Endowment fund/ Security	Rs. Five million in the name of the College. Dissolvable/ Alterable with prior approval of HERA.
	ii. Tangible assets in the form of Land, building, furniture and equipment/machinery.	Rs. Ten million.
	iii. Working Capital	Rs. Five Million during the year.
	<b>Total:</b>	<b>Rs. 20.00 million</b>



**Government of KP  
Higher Education Regulatory Authority**

**XIII. Self-Check List for the Feasibility Report for Colleges/Institutions**

(Note: The check-list is for the sponsor(s) who should check against each item whether all the aspects of the feasibility have been covered in the report)

Check List		Yes	No	Remarks
<b>1.</b>	<b>General:</b>			
i.	Name of Institution, address with fax/email/telephone numbers;			
ii.	Mentioned the purpose and mission of the institution			
iii.	Name, designation and qualification of the head of institution;			
iv.	College managed by society/ organization/trust foundation, NGO, firm etc.;			
v.	The trust/society or NGO, Firm registered under the relevant Act.			
vi.	Recognition/ Approval of Federal Relevant Professional Authorities i.e. (Pakistan Bar Council, in case of law college/institute of legal studies)			
vii.	Constitution of Board of Governors/Board of Directors/Board of Trustees along with written consents.			
<b>2.</b>	<b>Physical Facilities:</b>			
i.	Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of Administrative building.			
ii.	Total number and size of classrooms, capacity for students.			
iii.	Details of the laboratories, workshops and equipments appropriate to the courses.			
iv.	Details of the office equipments, furniture and fixtures.			
v.	Details of sports grounds and other facilities.			
vi.	Transport vehicles for official use and students.			
vii.	Mutation Deed Ownership documents incase of own building. Rent deed, in case of rental building (lease deed for at least 5 years).			
viii.	Total Area, Covered Area, Open Area.			
ix.	Hostels for resident students, if any			
x.	Facilities such as Gas, Water and Electricity.			
<b>3.</b>	<b>Academic Facilities:</b>			
i.	Current Academic programs presented at institution.			
ii.	Detail of subjects to be offered at Bachelors level & Master's level.			
iii.	Programs/ disciplines in which registration is sought. (Morning/Evening)			



**Government of KP  
Higher Education Regulatory Authority**

Check List		Yes	No	Remarks
<b>4.</b>	<b>Faculty/ Teaching Staff:</b>			
i.	Faculty strength, names of members of teaching staff, their qualification, designations, experience, pays scales Work Load per week along with C.V's.			
ii.	Detail list of Full Time Faculty and Part Time Faculty.			
iii.	Mode of appointment of teaching staff and criteria for selection along with service rules.			
iv.	Total number of non-teaching, administrative and supporting staff, their designations, qualifications and experience; along with pay scale.			
v.	Details of medical services for students and employees.			
vi.	Proposed/existing teaching Timetable/schedule of Teaching.			
<b>5</b>	<b>Library:</b>			
i.	Total number of books, textbooks, journals (national and international), periodicals, newspapers, reference books in library.			
ii.	Reading room for student's (size, capacity & furniture)			
iii.	Digital Library facilities, if any.			
<b>6</b>	<b>Facilities Regarding Information Technology:</b>			
i.	Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio.			
ii.	<b>Internet connectivity:</b>			
	a. 56K Connectivity			
	b. 128K Connectivity			
	c. 256K Connectivity			
	d. Web site, if any			
iii.	<b>Computer Lab:</b>			
	a. Lab. size/Capacity			
	b. No. of Computers			
	c. Specifications			
<b>7.</b>	<b>Students</b>			
i.	Total number of students enrolled in the institution:			
ii.	Enrollment of students discipline -wise.			
iii.	Proposed number of Students			
<b>8</b>	<b>Admissions:</b>			
i.	General policy.			
ii.	Procedure and criteria for admission			
iii.	General Policy for students, code of conduct.			
iv.	Fee structure of proposed Degree programs			
	a. Admission Fee			
	b. Tuition Fee			
	c. Examination Fee			
	d. Sports			
	e. Security, if any			
	f. Fine etc.			
v.	Detail of total dues charged from students.			



**Government of KP  
Higher Education Regulatory Authority**

---

Check List		Yes	No	Remarks
<b>9</b>	<b>Finances:</b>			
i.	Financial position of institution and sources of income to meet the recurring and developmental expenses of the institution;			
ii.	Provide details of total investments			
iii.	Receipts in form of grants, donations, gifts, assets and investment income and fees in terms of regular, casual and miscellaneous;			
iv.	Recurring expenditure in terms of pays, remunerations, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.			
v.	Balance Sheet/Statement of account duly signed by the authorized accountant.			
vi.	Detail of Endowment Fund account in the name of the institute/college on proper format of HERA, along with original bank statement.			
vii.	Detail of Tangible Assets in the form of own land, building, furniture, equipments and machinery.			
viii.	Detail of separate Bank Account for college Working Capital, along with original bank statement.			
ix.	<b>Additional information, if any</b>			



**Government of KP  
Higher Education Regulatory Authority**

**XIII. Questionnaire for Inspection by Scrutiny Committee**

**Questionnaire for the Inspection of Colleges /Institute by the Scrutiny Committee.**

Name & Address of the Institute /College: \_\_\_\_\_

Year of Establishment: \_\_\_\_\_

Name of Controlling Authority/ Chief Executive: \_\_\_\_\_

Name & Designation of the Head of the College/Institute: \_\_\_\_\_

Academic Qualification: \_\_\_\_\_

Teaching Experience: \_\_\_\_\_

Administration Experience: \_\_\_\_\_

Contact: Office: \_\_\_\_\_ Residence: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

S. #	Nature of Requirements	Position on the Ground.
1	Is the College managed by a Trust/Society/Firm/NGO or Self Managed?	
2	Trust /Society/Firm or NGO registered under the relevant law?	
3	College / Institute affiliated with any public sector university?	
4	Detail of Board of Governors (Names, designation along with written consent/ Acceptance letters)	
5.	Recognition/approval from Federal relevant professional authorities (i.e. Pakistan Bar Council, in case of Law colleges/institutes of legal studies only)	
6	Existing Site or selected site for the College/Institute suitable/viable from academic point of view.	
7	Building: i. Mutation Deed Ownership documents, incase of own building. ii. Rent deed, in case of rental Building (lease deed for at least 5 years). iii. Covered Area / open Area	
8	Existing Site or selected site for the College/Institute suitable/viable from academic point of view.	
9	Numbers of Class rooms for the proposed and existing disciplines and capacity (With sizes)	
10	Number of Laboratories (detail of equipments and with size)	
11	Workshops (if any)	
12	Staff room/offices for staff (with sizes)	
13	Transport Facilities for students (if any)	
14	Hostel Facilities for resident students, (if applicable)	
15	Detail of current academic programs presented/offered at the institute at:- 1. Bachelor level 2. Master level	





**Government of KP  
Higher Education Regulatory Authority**

S. #	Nature of Requirements	Position on the Ground.
16	Name and number of the proposed and existing departments/ disciplines, subjects.	
17	Programs/ disciplines in which registration is sought. (Morning / Evening)	
18	Name and Number of Faculty members, department wise/ discipline-wise <ol style="list-style-type: none"><li>1. Full Time faculty</li><li>2. Part time/visiting faculty</li></ol>	
19	Qualification/ experience of faculty members, appointment letters, pay scale, workload along with CVs.	
20	Number of Administrative staff along with their pay scale.	
21	Teacher Student Ratio 1:20 Max: for Science Subjects 1:40 Max: for other Subjects	
22	Mode of Appointment of Teaching Staff and their Service Rules	
23	Detail of total number of students enrolled at: <ol style="list-style-type: none"><li>1. Bachelor level</li><li>2. Master level</li></ol>	
24	Proposed/ existing fee structure at Bachelor level and Master level including: <ol style="list-style-type: none"><li>i. Examination Fee</li><li>ii. Admission Fee</li><li>iii. Tuition Fee.</li><li>iv. Sports</li><li>v. Security, if any</li><li>vi. Fine etc.</li></ol>	
25	Library: (Size & Capacity) <ol style="list-style-type: none"><li>i) Number of Text Books.</li><li>ii) Number of Reference Books</li><li>iii) Number of Journals.</li><li>iv) Reading Room, size and capacity and proper furniture.</li></ol>	
26	Furniture for students and offices.	
27	Examination/Seminar Hall (with size and capacity).	
28	Detail of Computer Lab. Specifications, if applicable.	
29	Internet Services (if applicable)	
30	Ground Facilities like:- <ol style="list-style-type: none"><li>i). Cafeteria.</li><li>ii) Auditorium.</li><li>iii). Committee room.</li><li>iv). Sports Facilities.</li><li>v) Medical Facilities.</li><li>vi). Housing for Staff.</li><li>vii). Parking.</li><li>viii). Toilets.</li></ol>	



**Government of KP  
Higher Education Regulatory Authority**

S. #	Nature of Requirements	Position on the Ground.
31	<u>Finance:</u>	
	1. Detail of Endowment Fund account in the name of the institute on proper format of HERA, along with original bank statement.	
	2. Detail of Tangible Assets in form of own land, building, furniture, equipment and machinery.	
	3. Detail of Separate Working Capital account in the name of the institute/college, along with original bank statement.	

Remarks / Recommendation of  
Members of Scrutiny Committee.

**(Prof. Humayun Zia)**  
**Chairman**  
**HERA, Peshawar.**  
**Dated 29.1.2008**

**No. 24/HERA/Notification/752-92**

Copy along with annexure is forwarded to the:

1. Secretary to Government of KP, Higher Education Department, Peshawar.
2. Secretary to Government of KP, Finance Department, Peshawar.
3. Secretary to Government of KP, Establishment Department, Peshawar.
4. Secretary to Government of KP, Law Department, Peshawar.
5. Secretary to Government of KP, Schools and Literacy Department, Peshawar.
6. Industries, Commerce, Labour, Mineral Dev. & Technical Education and Manpower Training Department, Peshawar.
7. Secretary to Government of KP, Local Government, Election & Rural Development Department, Peshawar.
8. Secretary to Government of KP, Health Department, Peshawar.
9. Secretary to Government of KP, Agriculture, Livestock and Cooperation Department, Peshawar.
10. Secretary to Government of KP, Zakat Usher, Social Welfare, Women Development & Special Education Department, Peshawar.
11. Secretary to Governor KP, Governor's Secretariat, Peshawar.
12. Secretary to Chief Minister KP, Chief Minister's Secretariat, Peshawar.
13. Additional Secretary, Higher Education Department, Govt. of KP, Peshawar.
14. Executive Director, Higher Education Commission, Islamabad.
15. Director General (A&A), Higher Education Commission, Islamabad.
16. Registrars of all Public Sector Universities in KP.
17. Registrars of all Private Sector Universities in KP.
18. PS to Minister of Education, KP, Peshawar.
19. The Director, Higher Education, Govt. of KP, Peshawar.
20. PS to Secretary, Archives & Libraries Department, Govt. of KP, Peshawar.
21. In-Charge, Govt. Printing Press for publication in official gazette.
22. Chief Planning Officer, Higher Education Department, Govt. of KP, Peshawar.
23. All Section Officers in Higher Education Department, Govt. of KP, Peshawar.
24. Managing Director, Education Employees Foundation, Govt. College, Peshawar.
25. Managing Director, Frontier Education Foundation, Peshawar.
26. Managing Director, Educational Testing & Evaluation Agency, 46, Street # 5, Defense Officer Colony, Khyber Road, Peshawar.

**(Prof. Humayun Zia)**  
**Chairman**  
**HERA, Peshawar.**